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ABSTRACT

For the past several years, a fact sheet format has been used at Butler County Community College (BCCC) to disseminate research findings across the campus. Prepared as early as possible after the start of each semester, the fact sheets are distributed to every full- and part-time college employee, and to the board of trustees and foundation directors. Fact sheets are also given to prospective employees during the interview process and are used to help provide consultants with a quick orientation to various aspects of the college. The fact sheets are easily updated to reflect different emphases in data collection from year to year. This report presents four examples of BCCC's Fact Sheets, focusing on: (1) Credit Student Profile for Fall Semester, 1986, which contains enrollment data on full-time, part-time, and credit students; freshmen and sophomores; new and returning students; certificate and degree programs; day and night students; and male and female students; (2) Spring Semester, 1987, Credit Student Profile, which contains the same information along with data on students by age and high school; and class scheduling; (3) Summer Session, 1986, Credit Student Profile, which contains data on student enrollment by workload, status, gender and residency; courses by schedule, credit hours, status of instructors and number of students; student enrollment headcounts for summer sessions, 1982-1986; credits generated by departments for summer sessions, 1982-1986; credit full-time equivalents generated for summer, 1982-1986; and (4) Employees, which contains data on total college employees by job classification; faculty by number, gender, and status as compared with 1984; full-time and part-time faculty by highest degree held; full-time faculty by rank and tenure status; administrators by rank and highest degree held; and secretarial, paraprofessional, and skilled crafts/maintenance personnel by status and gender. (PAA)

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FACT SHEETS: A USEFUL WAY TO DISSEMINATE COMMUNITY COLLEGE INSTITUTIONAL RESEARCH

By

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Dean of Institutional Research

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ABSTRACT

Community colleges can use a Fact Sheet format to disseminate institutional research findings. Four examples are presented: three that profile characteristics of credit students and one concerning college employees. Following a general statement of the functions of institutional research, the development, distribution, and usefulness of these Fact Sheets are briefly discussed.

Institutional research links the educational and governance functions of a college by providing information about the institution and its environment. This information is intended to support strategic planning, policy development, and other decision making. Institutional research data are valuable to the extent that they lead to a better understanding of the college and, thus, to more accurate plans and more effective, efficient operations.

Data abound at most community colleges! The challenge awaiting the institutional research officer is to decide which data are significant, enlightening, or relevant; and then to present these data in timely and interesting ways. The challenge, in other words, is to turn data into useful information.

For the past several years, a Fact Sheet format has been used at Butler County Community College (PA) to disseminate information across the campus. Four examples of these Fact Sheets are presented here: a) Credit Student Profile for Fall Semester, 1986; b) Credit Student Profile of Spring, 1987, c) Credit Student Profile for Summer, 1986; and, d) Profile of College Employees for Fall, 1986. Fact Sheets are also being developed in other areas such as profiles of noncredit, continuing education students. Each type of Fact Sheet is reproduced on a different color paper for convenient retrieval and visability. It is easy to delete or add sections to reflect differing emphases in data collection from year to year.

Prepared as early as possible after the start of each semester, Fact Sheets are distributed to every full-time and

part-time College employee, and to the Board of Trustees and Foundation Directors. They have been received with enthusiasm. Many people on campus--from administrators to faculty to support staff--are interested in this information, and in comparisons with the recent past. Fact Sheets are also given to prospective employees during the interview process and are used to help consultants and others with a quick orientation to these aspects of the College. An additional benefit has been fewer telephone calls for "emergency" information since much of what people are most interested in is already available to them from the Fact Sheets. Finally, the greatest benefit is a better informed College community, and the important sense of participation and empowerment that can come from knowing the facts.

BUTLER COUNTY COMMUNITY COLLEGE

FACTS

Office of Institutional Research

FALL SEMESTER 1986
--CREDIT STUDENT PROFILE--

STUDENT ENROLLMENT

- **2,434 students** are enrolled for credit courses this semester. This compares with 2,149 students in the fall of 1985 and 2,025 students in the spring of 1986. Students in the industrial skills courses are included throughout this Fact Sheet.
- Credit student enrollment has **increased** by 409 students or **17%** from last **spring.**
- Credit student enrollment has **increased 12%** or 285 students since last **fall.**
- Over **89%** of credit students are **Butler County residents.**

FULL-TIME AND PART-TIME

- **1,058** students, 43%, are attending **full-time** and 1,376, 56%, are **part-time.**
- **Part-time** enrollment is currently experiencing the **greatest growth.** The College currently has 80 more full-time students, but 205 more part-time students, than in the 1985 fall semester.

FRESHMEN AND SOPHOMORES

- **Freshmen** constitute 1,727 and **sophomores** 707, of the entire 2,434 student body.
- BCCC students are **71% freshmen** and **29% sophomores.** The percentage of freshmen has increased **3%** from last fall.

NEW AND RETURNING

- **New students** constitute 990 or **41%** of the College's total student body.
- **1,026** current students, **42%**, were **enrolled** at BCCC **last semester.**
- **418** or 17% of current students are **returning** from some previous semester.

PROGRAM ENROLLMENTS

- **Program enrollments** for the fall 1986 semester are shown below. Every student taking one or more credit course, day or evening, full-time or part-time is included.

Certificate Programs	Students	Change From Fall '85	FTEs
Clerk-Typist	31	+ 3	19.662
Keypunch	1	0	.500
Drafting Tech	0	- 1	0
Practical Nursing	75	0	60.425
Retail-Merchandising	4	- 1	1.833
Foodservices	6	- 1	3.000
Industrial Tech	108	+21	34.333
TOTAL	225	+21	119.740
Technical A.D. Programs			
A. D. Nursing	72	+24	71.168
Accounting	210	+43	122.887
Business Management	309	+18	168.078
Computer DP	167	+30	81.736
Architectural Drafting & Design	28	0	24.500
Electrical Tech	38	+ 7	25.581
Machine Drafting & Design	16	+ 1	12.416
Park Management	27	- 2	24.623
Executive Secretary	92	-17	60.902
Industrial Management	40	+ 6	13.414
Civil Tech	16	+ 3	9.666
Retail-Merchandising	28	- 4	21.250
Medical Secretary	44	+ 4	37.662
Legal Secretary	26	+ 8	20.998
Foodservices	22	- 5	17.916
Drafting Tech	10	0	5.500
Metrology	56	+ 6	48.666
Word Processing Specialist	30	NA	12.747
Agribusiness	3	- 8	3.000
TOTAL	1,234	+114	782.710
Transfer A. D. Programs			
General Studies	693	+70	445.324
Humanities	13	- 1	7.333
Elementary Education	52	+17	45.999
Secondary Education	32	+16	25.666
Mathematics	32	- 2	20.664
Business Administration	129	+19	91.327
Bio Science	18	- 2	14.582
Physical Science	6	+ 2	4.583
TOTAL	975	+119	655.478

- **Associate degree** programs enroll almost **91%** of the College's students; **9%** of students are enrolled in **certificate** programs. The popularity of certificate programs continues to decline gradually.

- **60%** of BCCC students are enrolled in **technical** programs; **40%** are in **transfer** programs. These percentages are unchanged from last year.

- The six academic departments are generating the following percentages of the College's total **credits.**

Department	Fall 1986	Fall 1985
Business	32%	33%
Humanities	22%	23%
Natural Sciences	16%	16%
Social Sciences	15%	14%
Technology	8%	8%
Nursing	7%	6%

DAY AND EVENING

- **44%** of **all** credit students are taking only **evening** course(s). The other **56%** are taking at least one **day course.**

- Among **new** students **37%** are in **evening** course(s) only and **63%** are taking one or more **day** courses.

- **24% of all credits** are being generated in **evening** courses. This is consistent with last fall when it was **25%.**

GENDER

- As has been true for many years, women students predominate at BCCC. This semester there are **1,464** or **60% female** students and **970** or **40% male** students.

- **Male students** are more likely to attend the College **full-time** than are female students.

- **48%** of **males** are **full-time students** but only **41%** of **female** students are attending **full-time; 52%** of **males** and **59%** of **female** students are enrolled **part-time.**

- Overall this semester, the College's credit students are **19%** full-time men, **24%** full-time women, **21%** part-time men, and **36%** part-time women.

- The largest group of BCCC students are **women** attending **part-time.**

BUTLER COUNTY COMMUNITY COLLEGE FACTS

Office of Institutional Research

February 17, 1987

SPRING SEMESTER, 1987

--CREDIT STUDENT PROFILE--

STUDENT ENROLLMENT

- **2,223 students** are enrolled in credit courses this 1987 spring semester. This compares with 2,025 students during the spring of 1986 and 2,424 students in the fall 1986 semester. Students in the industrial skills courses are included throughout this Fact Sheet.
- Credit student **enrollment increased** by 198 students or almost **10% from spring**, 1986.
- Credit student enrollment **fell** by 201 students or **8% from fall**, 1986.
- **89%** of credit students currently reside in **Butler County**.

FULL-TIME AND PART-TIME

- **986** students, 44%, are attending BCCC **full-time**; **1,237** students, 56%, are **part-time**.
- The **percentage** of students enrolled **full-time** is the same as last spring.

FRESHMEN AND SOPHOMORES

- **Freshmen** constitute **1,427** students or 64%; **796** students, 36%, are sophomores.
- The percentage of **sophomores** is **up** 1% this semester from last spring.

NEW AND RETURNING

- **New students** constitute **398** or 18% of the College's total students.
- **1,549** current students, 70%, were also **enrolled** in the **1986 fall** semester.
- **276** or 12% of current students are **returning** after stopping out for at least one semester.

DAY AND EVENING

- 898 or 40% of credit students are taking only evening classes. The other 1,325 or 60% are taking at least one day course.
- Overall, evening course enrollment this semester is about the same as it was last semester. Almost all of this semester's enrollment growth has been in day classes.
- Slightly more than 22% of all credits are being generated in evening classes. This is a 3% decline from the past three semesters.

GENDER

- Women students continue to predominate at BCCC. This semester 1,298 or 58% of the students are females and 925 or 42% are males.
- Male students are more likely to attend the College full-time. 48% of males are enrolled full-time but only 42% of female students are full-time.
- The largest group of BCCC students are women attending part-time.
- Overall this semester, the BCCC student body consists of 20% full-time men, 22% part-time men, 24% full-time women, and 34% part-time women.

AGE

- Among day students, the median age is 20 years. Median age among evening students is about 32 years.
- For day students, 53% are between 18 and 22 years of age. Another 20% are between 23 and 30 years old. 19% of day students are in their thirties; only 8% are over age 40.
- Among evening students, 12% are between the ages of 18 and 22. Another 34% are between 23 and 30. The largest group of evening students, 35%, are those in their thirties and 19% are over age 40.

STUDENTS BY HIGH SCHOOL

- Current semester BCCC day students graduated from the following high schools.

High School	Number
Butler	448
Karns City	59
Knoch	113
Mars	59
Moniteau	47
Seneca Valley	104
Slippery Rock	49
Freeport	35
Butler County Private	6
G.E.D.	48
Other PA	298
Out-of-State	52
Out-of-U.S.	3

PROGRAM ENROLLMENTS

- **Program enrollments** for the 1987 spring semester are shown below. All credit students are included.

Certificate Programs	No. of Students	Change from Fall 1986	Change from Spring 1986	FTEs
Clerk Typists	24	-7	+2	14.408
Practical Nursing	63	-12	+9	54.154
Retail-Merch.	4	0	-3	2.416
Foodservice	3	-3	0	2.250
Industrial Tech.	121	+13	+49	38.750
TOTAL	**215**			**111.978**
Occupational A. D. Programs				
A.D. Nursing	66	-6	+21	64.420
Accounting	168	-42	+8	103.100
Business Mgt.	302	-7	+30	152.712
Computer D. P.	103	-64	-42	57.574
Architectural D & D	29	+1	+11	23.999
Electrical Tech.	41	+3	-2	29.582
Machine D & D	10	-6	-2	10.000
Park Mgt.	31	+4	-3	28.165
Executive Secretary	77	-15	-19	55.237
Industrial Mgt.	21	-19	-6	6.665
Civil Tech.	21	+5	+3	11.666
Retail-Merch.	34	-6	+11	27.747
Medical Secretary	33	-10	-1	27.498
Legal Secretary	21	-5	+9	17.833
Foodservice	23	+1	+4	17.872
Metrology	51	-5	+8	45.000
Drafting Tech.	9	-1	+2	5.333
Agribusiness	4	+1	-3	1.750
Word Processing	22	-8	--	13.997
TOTAL	**1,066**			**700.150**
Transfer A. D. Programs				
General Studies	655	-38	+28	416.779
Humanities	12	-1	0	7.166
Elementary Education	63	+11	+26	53.748
Secondary Education	37	+5	+16	33.499
Mathematics	39	+7	+2	25.246
Business Administration	116	-13	+21	83.410
Bio. Science	14	-4	-1	10.749
Physical Science	6	0	0	5.666
TOTAL	**942**			**636.263**

- **A.D. programs** enroll more than **90%** of all students. Of these, **1,066** students or 53% are in **occupational majors** and **942** or 47% are in **transfer programs.**

- **Overall,** for both certificate and A.D. programs, **58%** of all students are in **occupational** programs compared with **42%** in **transfer** majors.

- So far in spring of 1987, the six **academic divisions** are generating the following **percentages of total credits.** Comparisons with fall 1986 and spring 1986 are noted.

Division	Spr. 87	Fall 86	Spr. 86
Business	31%	32%	31%
Humanities	20%	22%	22%
Natural Sciences	15%	16%	15%
Social Sciences	19%	15%	19%
Technology	9%	8%	8%
Nursing	6%	7%	5%

CLASS SCHEDULES

- A total of **333 sections** of credit courses are being offered this semester. This is 23 sections more than last spring semester. Independent studies are not included.

- **9** of the **credit courses** are being offered at **Lenape** and **5** others are being taught in **Cranberry.**

- **86** of the 333 courses are scheduled in the **evening.** This is 7 more evening sections than in the spring of 1986 semester.

- **Average class size** this current spring 1987 semester is **19** students. This is consistent with last spring, 1986.

- **58 day sections,** 17%, are being taught by **part-time** faculty. This represents a **7%** increase from last spring.

- **Credit class meetings** are distributed across the days of the week, as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
89	130	183	137	162	2

- The **starting times** for class meetings are shown below.

7-8 a.m.	-	7	1.6%	2-3 p.m.	-	50	11.5%
8-9 a.m.	-	54	12.4%	3-4 p.m.	-	15	3.5%
9-10 a.m.	-	55	12.6%	4-5 p.m.	-	0	0.0%
10-11 a.m.	-	47	10.8%	5-6 p.m.	-	8	1.8%
11-12 noon	-	55	12.6%	6-7 p.m.	-	60	13.8%
12-1 p.m.	-	22	5.0%	7-8 p.m.	-	19	4.4%
1-2 p.m.	-	41	9.4%	8-9 p.m.	-	2	0.4%

- **Classes are much more evenly spread throughout the day than they were in the past.**

BUTLER COUNTY COMMUNITY COLLEGE

FACTS

Office of Institutional Research

SUMMER SESSION 1986

--CREDIT STUDENT PROFILE--

STUDENTS

- **730** students were enrolled in course work during the 1986 summer session. **Fifty-seven** students 7.8%, were full-time; the remaining 92.2% were part-time students. Most full-time students were in nursing or metrology.
- **68.4%** of the summer session students were returning or readmitted from a previous semester.
- Males constituted **32%** while the other **68%** of students were females. The percentage of women students at BCCC continues to increase.
- **96.3%** of the summer session students were residents of Butler County. This is a **5%** increase from last year.

COURSES

- A total of **71** courses were offered during the summer session; **24** or 33.8% of these were taught in the evening.
- **3,677** credits were offered during the 1986 summer session; **75%** were taught during the day.
- **Forty-two** of the **71** courses, 59%, were taught by members of the College's full-time faculty.
- An average of **15.5** students were registered into each summer session course. Elimination of the nursing courses drops the average summer class registration size to **14.** These data represent a **.5** student increase in average class size from last summer.

SUMMER SESSIONS
STUDENT ENROLLMENT BY HEADCOUNT*
1986-1982

YEAR	SESSION I	SESSION II	TOTAL
1986	702	28	730
1985	615	53	668
1984	659	64	723
1983	648	81	729
1982	678	195	871

*There may be some duplication of individual students between the early and late summer sessions.

SUMMER SESSIONS
CREDITS GENERATED BY DEPARTMENTS
1986-1982

YEAR	NURSING	BUSINESS	HUMANITIES	SOCIAL SCIENCES	NATURAL SCIENCES	TECHNOLOGY	OTHER	TOTAL
1986	757	646	644	716	544	370	--	3,677
1985	670	646	611	537	479	194	--	3,137
1984	752	652	571	594	414	230	--	3,213
1983	909	725	601	651	517	360	--	3,763
1982	897	850	570	624	329	967	79.4	4,316

SUMMER SESSIONS
CREDIT FTE'S GENERATED
1986-1982

YEAR	FTE'S
1986	298.310
1985	251.432
1984	255.845
1983	255.367
1982	343.868

BUTLER COUNTY COMMUNITY COLLEGE

FACTS

Office of Institutional Research

Fall, 1986

--EMPLOYEES--

ALL COLLEGE EMPLOYEES

- Table 1

All College Employees by Full or Part-Time Status, and by Gender
n = 196

CLASSIFICATION	MALES F-T	MALES P-T	FEMALES F-T	FEMALES P-T	ALL n	ALL %
Administrators	8	0	3	0	11	6%
Faculty	42	36	27	28	133	68%
Secretarial	1	0	26	7	34	17%
Paraprofessional	1	1	3	0	5	2%
Skilled crafts	4	0	0	0	4	2%
Maintenance	5	0	4	0	9	5%
TOTAL	**61**	**37**	**63**	**35**	**196**	

- The College has **196** employees. This compares with **185** at this time last year and **173** employees in 1984.

FACULTY

- **Two-thirds** of the College's employees are members of the **faculty.**
- **Full-time faculty** members increased in number from **66** last fall to **69** currently. There were **71** full-time faculty in 1984.
- The number of **part-time faculty** members increased from **59** last fall to **64** currently. There were **44** part-time faculty in 1984.
- The full-time faculty is **61% male** and **39% female.** Over the past two years, the percentage of male faculty has continued to increase from **57%** in 1985 and **56%** in 1984.
- The part-time faculty is **56 male** and **44% female.** This represents a slight increase in male faculty members from last fall.
- During the past 12 months, **7** full-time faculty members **retired or resigned.**
- **Eight new full-time faculty members were hired** during the **1985-86** period.

- **Table 2**

Full-Time Faculty by Highest Degree Held
n = 69

Degree	Males	Females	All n	All %
Doctorate	5	3	8	11.5%
Master's	30	18	48	69.5%
Bachelor's	7	6	13	19 %

- In 1985, 76% of the full-time faculty held master's degrees and 12% had not progressed past the bachelor's level.

- **Table 3**

Part-time Faculty by Highest Degree Held
n = 64

Degree	Males	Females	All n	All %
Doctorate	2	0	2	3%
Master's	14	14	28	44%
Bachelor's	19	13	32	50%
Other	1	1	2	3%

- **Table 4**

Full-Time Faculty by Rank and Tenure Status
n = 69

Academic Rank	Male	Female	% In Rank	Number Tenured	% Tenured
Professor	14	3	25%	17	100%
Associate	7	5	17%	10	83%
Assistant	8	7	22%	10	66%
Instructor	11	8	27%	5	26%
No Rank	2	4	9%	0	0%
TOTAL	**42**	**27**	**100%**	**42**	**61%**

ADMINISTRATION

- **There are 11 College administrators, including the supervisor of facilities, the supervisor of computer services, the information officer, and the assistant to the dean of fiscal affairs.**

- **Six** administrators hold academic rank. All of these are **professors** and **3** are **tenured.**

- **Table 5**

  Administrators by Highest Degree Held

  n = 11

Degree	Males	Females	All n	All %
Doctorate	4	0	4	36%
Master's	2	2	4	36%
Other	2	1	3	27%

- The College's administrative staff is **27% female** and **73% male.**

- During the past year, 1 administrator **retired** and **3** new administrators were hired.

SECRETARIAL

- The **secretarial** employee classification includes all secretaries plus several other support staff persons. There are **34** in all, making up **18%** of the College's employees.

- Secretarial/Clerical staff are **79% full-time.** This group is **97% female.**

PARAPROFESSIONAL

- The **paraprofessionals** constitute the smallest employee classification group. These **5** people work in instructional and administrative computing, and in the science labs.

- **Four** paraprofessionals are **full-time** and **one** is employed **part-time.**

SKILLED CRAFTS/MAINTENANCE

- **Thirteen,** or **7%** of the College's employees are in **skilled crafts/maintenance/ custodial** positions.

- **All** skilled crafts/maintenance/custodial persons are employed **full-time.**

- **All skilled crafts** employees are **men.** Currently, **5** of the College's custodians are **men** and **4** are **women.**

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